



600 Sixth Street ♦ Lincoln, California 95648 ♦ www.ci.lincoln.ca.us

REQUEST FOR
A
CONDITIONAL USE PERMIT

NOTE: IF YOU HAVE ANY QUESTIONS OR WOULD LIKE TO SET UP A
PRE-APPLICATION MEETING WITH STAFF PRIOR TO FORMAL
SUBMITTAL CONTACT THE PLANNING DEPARTMENT (916) 434-2470

CONDITIONAL USE PERMIT

A Conditional Use Permit allows the recipient to engage in specified activities or conduct a business under special conditions designed to protect the neighborhood and the community. Zoning Districts are used to separate land uses and help achieve uniform development. Each District has permitted and prohibited uses specific to that particular area. A conditional use is a particular use which is permitted with the issuance of a Conditional Use Permit by the City's Planning Commission based on reasons specific to the proposed location. Each Conditional Use Permit application must be reviewed individually to determine if the proposed use can operate at a given location without impacting its neighbors or the surrounding community. Because of a Conditional Use Permit's unusual characteristics, special consideration is required so that the use may be located and developed properly with respect to the uses' effect on surrounding properties.

In residential zones, daycare centers, schools, and churches are examples of conditional uses. In commercial zones, auto repair uses and alcohol sales are examples of conditional uses.

In order to approve a Conditional Use Permit, a public hearing needs to be conducted to allow public comment and discussion for the Planning Commission to make an informed decision. At the end of the public hearing, if there is enough evidence in view of the whole record to support the use, the Commission has to be able to make the three findings (see below) that the use, with appropriate conditions, is substantially similar in character to a use or uses currently within the district, the use would be appropriate in the district applicable to the property as a conditional use, and will not be detrimental to the health, safety, peace and morals, comfort and general welfare of persons residing or working in the neighborhood or injurious to property and improvements in the neighborhood or to the general welfare of the city. If the Commission can make the findings, the use will be approved subject to certain conditions. Some of the conditions may relate to hours of operation, specific design issues, length of Conditional Use Permit approval, etc.

The issuance of a Conditional Use Permit is subject to the following findings:

1. A finding by the Planning Commission that the use is substantially similar in character to a use or uses currently within the district;
2. A finding by the Planning Commission that the use would be appropriate in the district applicable to the property as a permitted or conditional use;
3. A finding by the Planning Commission that the proposed use, with the appropriate conditions, will not be detrimental to the health, safety, peace and morals, comfort and general welfare of persons residing or working in the neighborhood or to the general welfare of the City.

APPLICATION PROCEDURE

1. Submittal of an application and appropriate exhibits listed herein.
2. Review of application by City Divisions for completeness. If deemed complete, the application will move through the next steps; if deemed incomplete, and 'Incomplete Application' letter will be sent to the applicant noting the specific deficiencies and/or exhibits required for completion of the application.
3. If applicable, the application will be reviewed by the City's Design Review Board via the latest provisions in the Lincoln Zoning Ordinance, or specific General Development Plan pertinent to your project and evaluate the application based upon general site utilization and general architectural considerations. The Design Review Board will make a recommendation to the Planning Commission via the staff report to the Planning Commission to – approve, approve with conditions, deny or modify the recommendations of the Design Review Board.
4. Publication of the notice of Public Hearing is sent to the local newspaper for publishing at least 10 days prior to the date of the public hearing.
5. Notices of the hearing are sent to the applicant and to all property owners within 400 feet of the property in question.
6. The public hearing before the Planning Commission will be held on the third Wednesday of the month.
7. During the public hearing all parties interested in the application may appear in behalf of or in opposition to the request. The Commission will then weigh the evidence of the Presentation and the merits of the application in order to recommend approval or denial of the request. The applicant or representative shall be in attendance at the hearing.
8. At the close of the public hearing the Planning Commission shall approve, modify, or deny the application.

It is in the applicant's best interest to supply as much technical information and data as possible. This information will assist the City in making a determination on the project. The consequence of not providing clear and accurate information could result in processing delays and/or denial.

I have read and understand the information contained on this page:

Applicant Signature

Date

APPLICATION SUBMITTAL REQUIREMENTS

- A. **One (1)** copy of the completed Development Application form with all required signatures.
- B. Required processing fees (see fee schedule on the City's website)
- C. **One (1)** copy of a 400-foot property owner's radius map.
- D. **Two (2)** copies of the property owner address labels, current within the last six months (see instruction attached).
- E. **One (1)** copy of a Preliminary Title Report, current, dated within the last 6 months.
- F. If applicable, required exhibits are as follows:
 - One (1)** - 11" x 17" plan sets, including all elevations, floor plans, roof plans, and landscape plan (if required).
 - One (1)** - 11" x 17" colored elevations.
 - Five (5)** - 24" x 36" plan sets (colored).
 - One (1)** - 11" x 17" of the subdivision map.
 - One (1)** set of all exhibits in an 8 ½" x 11" reproducible copy.
 - One (1)** CD or thumb drive with all above noted exhibits.
- G. **One (1)** color scheme binder with materials and colors (label manufacturer, type of materials and color name).
- H. **One (1)** full-sized color: artist rendering, or photomontage in color depicting how the project will appear.
- I. Additional information as deemed necessary by the Planning Department.

NOTE: All exhibits should be collated, stapled on left-hand corner, and folded to an 8 ½" x 11" size. Full size color exhibits are not required to be folded.

Use the following checklist to ensure completeness of submittal:

- Site Plan - Fully dimensioned, drawn to scale showing the following:
 - Property name, north arrow and scale (must be engineer's scale – no smaller than 1"=40')
 - Date of preparation and signature of documentation author
 - A vicinity map
 - Property lines, building setback lines, and all easements of record
 - Lot dimensions along with square footage/acreage of site
 - Proposed buildings and structures including dimensioned setback lines
 - Existing buildings and other structures (fences/walls, pools, etc.) on-site

- All planted areas and areas to be planted (include location of existing trees).
 - Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
 - Roads, alleys, driveways, walkways, and parking spaces (including off-street parking design, with individually numbered spaces and disabled, van/carpool, compact, and NEV spaces designated. Show location of charging stations for NEV's.
 - Location and name of all streets and alleys which border the subject property
 - Location of utilities – electrical panels/main switchboards, gas meters, etc.
 - Screens or walls for ground-mounted equipment, trash enclosures, etc. Provide colors and materials of screens and walls
 - Existing and proposed fencing detail, colors and materials labeled
 - Proposed exterior lighting plan showing the location, height, method of shielding light, include a lighting cut-sheet showing, fixture type, model, and wattage clearly labeled
 - Photometrics for all building and site lighting
 - Summary of project statistics including zoning, square footage, parking requirements, and lot coverage
 - Location, size and details of any proposed signage
- Grading, Drainage and Utilities Plan – drawn to scale showing the following:
- Project name, north arrow and scale (scale to match site plan)
 - Grades and slopes for all accessible paths of travel
 - Surrounding street grades and pad elevations of proposed buildings
 - All cut/fill slopes
 - Location and elevations of proposed retaining walls, provide detail of wall with color and materials labeled
 - Method of drainage
 - Any natural features, including wetlands, streams, slopes, etc.
 - Location of:
 - Electric meters and transformers
 - Sewer and water lines and drainage facilities
 - Water meters
 - Cleanouts
 - Backflow preventers
 - Fire department connections, hydrants, and post indicator valves
 - Gas meters
 - Trash enclosures
 - Direction of drainage
 - Fire lanes delineated with 38/58 turn radii
 - All existing oak trees shall be numbered as assigned in Arborist Report.
 - Identification of oak trees to be removed. Indicated measures to be taken to comply with the City's Oak Tree Guidelines (if applicable)
- Elevation Plans – fully dimensioned, drawn to scale (no smaller than 1/8" = 1') showing the following:
- Building elevations from all sides (indicating direction, e.g. North, South)
 - Materials and colors – labeled on plans

- Accoutrements, including wall mounted lights, access ladders, drain pipes, illuminated addresses, etc. – labeled on plans
- Location of utilities – electrical panels/main switchboards, gas meters, etc.
- Roof plan with cross section indicating any roof mounted equipment and proposed screening, provide height of equipment and parapets
- Proposed floor plan(s)

- Landscape Plan – drawn to scale showing the following:
 - Project name, north arrow and scale (scale to match site plan)
 - Location of all existing and proposed trees, shrubs and groundcover, including 'Planting Legend' indicating: botanical name and common name; quantity and size; and water usage (Low, Medium, High); height & width for mature shrubs
 - Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening, entry treatment, streetscape, property line treatment, etc.)
 - Detail of pedestrian plazas/site furniture and enhanced paving
 - The height and design of all fencing, walls, or other screening, including adjacent developments that would effect or influence the on-site landscaping, include colors, materials and any other decorative elements such as plaster caps and cornices

- If applicable:
 - Three (3) copies of an Arborist report – required if there are any oak trees located on the property or within 25-feet of the project site.
 - Additional information as deemed necessary by the City of Lincoln (e.g. traffic studies, wetland reports, noise studies, etc.)

400 FOOT RADIUS MAP CHECK LIST

THE FOLLOWING INFORMATION MUST BE SHOWN AND SPECIFICATIONS ADHERED TO IN THE PREPARATION OF THE RADIUS MAP.

I. MAP FORMAT

- A. Title the map as follows:
 - 1. 400 foot Radius Map
 - 2. Type of Application
 - 3. Name, Address and Phone Number of Applicant(s)
- B. Name, address and phone number of person or firm who prepared the map and the date of preparation.
- C. North arrow and scale (drawing shall not be less in scale than 1" = 100' unless approval has been granted by the Planning Division).

II. SUBJECT PROPERTY SPECIFICATIONS

- A. Parcel boundaries and distances from subject property out to 400 feet.

III. SPECIFICATIONS FOR PROPERTY WITHIN 400 FOOT RADIUS

- A. Show all streets, highways, alleys and rights-of-ways.
- B. All property within or partially within the 400 foot radius.
- C. A radius line of 400 feet around the site's property line.
- D. Lot and block numbers surrounding properties.
- E. Consecutive numbering of each lot to required property owners' list.

IV. SPECIFICATIONS FOR TYPING PROPERTY OWNERS'

- A. Type all applicable property owners' addresses in the format shown on the next page, as well as on the self-sticking labels, see sample attached.
- B. Fill out Certification of Property Owners' List

SAMPLE 400' MAILING LABELS

008-240-030-000

ESWAY ROSSI CONSTRUCTION INC
P O BOX 925
ROCKLIN CA 95677

008-240-031-000

PEARSON BRETT & THERESA
P O BOX 778
ROCKLIN CA 95677

008-240-033-000

INCRETA HUGO A & MARIA M
195 FLOCCHINI CIR
LINCOLN CA 95648

008-240-036-000

ALLEN DANIEL & MICHELE
C/O ALLENS CABINET & FIXTURE
140 FLOCCHINI CIR
LINCOLN CA 95648

008-240-037-000

TARTER ROBERT L & BRENDA J
5630 LIONS CROSS CIR
GRANITE BAY CA 95746-9027

008-240-038-000

DUFF GEORGE D & JEANNETTE W T
PO BOX 5760
AUBURN CA 95604

008-240-039-000

DUFF GEORGE D & JEANNETTE W T
PO BOX 5760
AUBURN CA 95604

008-240-040-000

DUFF GEORGE D & JEANNETTE W T
PO BOX 5760
AUBURN CA 95604

008-240-041-000

DUFF GEORGE D & JEANNETTE W T
PO BOX 5760
AUBURN CA 95604

008-240-042-000

DUFF GEORGE D & JEANNETTE W T
PO BOX 5760
AUBURN CA 95604

008-240-043-000

DUFF GEORGE D & JEANNETTE W T
PO BOX 5760
AUBURN CA 95604

008-240-045-000

MCCARTHY THOMAS J & KATHERINE
8740 GOLDEN SPUR DR
GRANITE BAY CA 95746

008-240-046-000

VALLEY TURF LANDSCAPING MATER
130 FLOCCHINI CIR
LINCOLN CA 95648

008-240-047-000

SUPERIOR CONCRETE TOOL & SUPP
6240 BIRDCAGE ST
CITRUS HEIGHTS CA 95610

008-240-048-000

BRASHEAR CHARLES A JR
8442 TWIN TRAILS DR
ANTELOPE CA 95843

CERTIFIED PROPERTY OWNERS' LIST

I, _____, HEREBY CERTIFY THAT THE ATTACHED LIST CONTAINS THE NAMES AND ADDRESSES OF ALL PERSONS TO WHOM ALL PROPERTY IS ASSESSED AS THEY APPEAR ON THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY OF PLACER WITHIN THE AREA DESCRIBED ON THE ATTACHED APPLICATION AND FOR A DISTANCE OF FOUR HUNDRED (400) FEET FROM THE EXTERIOR BOUNDARIES OF THE PROPERTY DESCRIBED ON THE ATTACHED APPLICATION.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND THAT THIS DECLARATION WAS EXECUTED ON _____ (DATE) AT _____(CITY), CALIFORNIA.

(SIGNATURE)

(PRINTED NAME)